

## **DEVELOPMENT SERVICES SPECIALIST**

### **DEFINITION**

To process private land development applications in accordance with related State laws, local ordinances and policies, and engineering principles and practices.

### **SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by the Development Services Engineer

### **EXAMPLES OF DUTIES**

Duties may include but are not limited to the following:

1. Reviews and processes annexation applications and utility services agreements.
2. Provides information and recommendations to the general public, engineers, architects and City staff regarding design, processing and various conditions and requirements for building permits, tracts, lot line adjustments, certificates of mergers and State and local subdivision and engineering requirements.
3. Reviews and approves building permits for acceptability of grading and drainage systems, traffic circulation, driveway locations, dedications of right of way and for conformity to previously approved permits and zoning requirements.
4. Contributes to preparation of Planning Department staff reports for the Board of Adjustments and Planning Commission regarding grading and drainage systems, traffic circulation, driveway locations and dedications of right of way; prepares conditions of approval and suggests design alternatives relative to streets, driveways, circulation, lot layout and public facility and utility improvements.
5. Reviews tentative tract and parcel maps for compliance with the City's Subdivision Ordinance, State Map Act, and common engineering and construction practices; prepares conditions of approval and suggests design alternatives relative to streets, driveways, circulation, grading, lot layout and infrastructure; prepares staff reports and environmental evaluations as assigned.

### **EXAMPLES OF DUTIES** (continued)

6. Processes applications involving waivers of tentative parcel maps and prepares minutes of hearings where required.
7. Processes lot line adjustment maps and certificates of mergers; for compliance with State and local subdivision regulations and evaluates the adequacy of engineering information and property descriptions.
8. Attends Board of Adjustments meetings and other meetings as assigned in order to respond to public works and engineering related questions.
9. Distributes referrals regarding tract acceptances to City departments and outside agencies for comments regarding acceptability of improvements within public rights-of-way; coordinates the completion of the review process up to the point of acceptance by the Director of Public Works or the City Council.
10. Reviews computer accounting printouts and answers questions regarding charges incurred in the processing of various projects.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

- A. Knowledge of the principles and practices of civil engineering and surveying.
- B. Familiarity with subdivision and zoning ordinances and the State Map Act.
- C. Ability to understand and use math including algebra, geometry and trigonometry.
- D. Ability to perform engineering drafting.
- E. Ability to disseminate and closely coordinate information involving employees in the Public Works Department.
- F. Ability to interact effectively with public, co-workers and supervisors/
- G. Ability to communicate effectively orally.
- H. Ability to communicate effectively in writing.
- I. Ability to handle work load in a timely manner with a minimum of supervision.

**EXPERIENCE AND EDUCATION**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Three years performing technical or professional field and/or office engineering work. Prior involvement in private land development processing activities is desirable.

**Education OR Certification:**

Equivalent to an Associate of Arts degree with a certificate in Civil engineering OR Certification as a licensed land surveyor in the State of California.

**License:**

Possession of a valid Class III California Drivers License.

PROBATIONARY PERIOD: One Year

604CS88

August 1988

AAP GROUP: 5

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt